

SENIOR PUBLIC WORKS SPECIALIST

DEFINITION

To lead and participate in a wide variety of complex and specialized administrative duties in support of specific functions or programs within the Public Works Operations and Chula Vista Transit departments; perform complex assignments in the review and analysis of the department's daily operation which may include coordinating, monitoring and reporting on various departmental activities of a routine and recurring nature; to provide lead guidance to staff as needed; may be assigned to one or more of the following areas: Public Works Operations, Chula Vista Transit, Graffiti Eradication and Abatement Program; and to perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead level class in the Public Works Specialist series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Public Works Specialist class in that the Senior level duties are performed primarily when assigned to the Chula Vista Transit and/or the Graffiti Eradication and Abatement Program and also that the Senior level provides technical and/or functional guidance over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Participate in the development, coordination and implementation of various program activities in assigned area; review and analyze the department's daily operation including providing data for and performing cost benefit analysis, completing special assignments, tracking of preventative maintenance programs, inputting budget information, and gathering data; evaluating service level and resource data.

Provide lead guidance to assigned staff; plan, prioritize, assign, and review the work of staff involved in providing administrative support; provide and/or coordinate staff training; train and instruct new and less experienced employees in proper work methods.

Review and evaluate information from the Work Management System (WMS)

Assist with implementation of new software and Geographic Information System (GIS) layers to track information about the City's infrastructure and services.

Assist in the preparation of the budget in assigned area; track and process reimbursements.

Compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems.

Interpret, analyze, and determine compliance or acceptance of information and materials; prepare reports to document results of duties performed.

Assist professional staff in performing and conducting studies, special projects, and administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.

Review and verify documents related to department activities including budgets, grants, claims, public information, legislation, and/or other related information.

Establish and maintain filing and reporting systems as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

When assigned to Chula Vista Transit

Review and evaluate information from the Work Management System (WMS) including data entry of Chula Vista Transit's (CVT) customer service database, fare revenue and performance indicators.

Participate in the development of programs and reports related to Chula Vista Transit (CVT) operations, maintenance and performance; assist with monitoring CVT operations and schedules, and modifying and developing as required, schedules and route changes for new or modified CVT services.

Perform various field functions to insure quality service delivery, including periodic monitoring of CVT adherence to schedules.

Check on the proper and timely distribution of CVT public relations information (schedules, maps, etc) at various locations.

Check on various transit related facilities (bus stops, transit centers, shelters, benches, etc) for condition (graffiti, repairs needed, trees trimmed, etc); responding to inquiries and complaints from the public; explain or interpret policies and procedures to internal or external customers.

When assigned to Graffiti Eradication and Abatement Program

Assist with oversight of the graffiti eradication and abatement program and review the graffiti ordinance to ensure that the noticing requirements, etc. are adhered to and all guidelines of the program are followed.

Deliver graffiti removal notices to property owners and follow-up to ensure graffiti is removed in accordance with the graffiti ordinance. If property owners do not remove said graffiti, dispatch crews to remove said graffiti.

Calculate graffiti removal fees when applicable

Meet with various groups, citizens, businesses, utilities, etc. to conduct outreach, encourage citizen reporting, conduct public education/awareness campaigns, etc. to help find solutions for the graffiti issue.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of mathematics and simple statistics;

Principles and practices of administrative and/or technical area to which assigned.

Research methods and techniques.

Computer software, including word processing, database, spreadsheet and accounting applications.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods and computer equipment.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others.

Perform independent research in carrying out technical administrative and technical duties.

Collect, compile, analyze and present a variety of data in a meaningful way.

Develop and implement various data collection and reporting systems.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand and interpret complex policies, procedures and regulations.

Obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public.

Analyze situations quickly and objectively and take proper course of action.

Use a personal computer and office equipment necessary for successful job performance.

Drive City vehicles observing legal and defensive driving practices.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible administrative clerical or technical experience.

Training:

Equivalent to completion of 60 units of college level course work including completion of the general education requirements leading to an Associate of Arts degree.

License or Certificate

Possession of a valid California driver's license

PHYSICAL DEMANDS

On an intermittent basis, sit at desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while retrieving and/or returning files; perform simple grasping and fine manipulation; use telephone and use a keyboard to communicate through written means, review information and enter/retrieve data; see and read characters on computer screen; and lift light weight.

WORKING ENVIRONMENT:

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/03

REV: 2/05